



Applying Online to Ontario's Universities

COMPASS.101 for Ontario Secondary School Students

www.ouac.on.ca/101/



Checklist

Before using COMPASS.101
you will need:

- ☐ a PIN (Personal Identification Number)
- ☐ a school number
- ☐ a student number
- ☐ a list of your researched options



Step 1: Your COMPASS Access Codes

Your guidance counsellor will give you a confidential PIN Access Letter, which contains your COMPASS.101 access codes and checklist of “Important Things to Remember”.

- ☐ PIN (Personal ID#)
- ☐ School Number
- ☐ Student Number

Your PIN is confidential!
Don't share it with anyone.

These numbers allow you to access your
COMPASS.101 application.



Step 2: Research Your University Options

- ❑ Visit eINFO (www.electronicinfo.ca), to see what each university has to offer.
- ❑ Read the *COMPASS.101 Companion Booklet* and view the addenda online to get the most up-to-date program information.
- ❑ Check out university publications, websites and tours.
- ❑ Talk to counsellors, family, teachers and friends.
- ❑ Write down your program choices and codes and keep them handy.

You can use the Fast Track option when you know the OUAC program code.



Step 3: Mark Your Calendar

October/November 2009: Schools distribute PIN Access Letters for the COMPASS.101 application.

January 13, 2010: Latest date to submit completed online applications to the OUAC.

February 5, 2010: Recommended last day to make changes to your application.

May 25, 2010: Date by which the universities must respond to your application for admission.

May 28, 2010: Earliest date by which the universities may require a response to offers of admission and a financial commitment.



Paying for your Application

You have the following three options:

1. **VISA / MasterCard / American Express:** You will need the credit card number, expiry date and the cardholder's name.
2. **Internet / Telephone Banking:** You will receive an account number from the OUAC as soon as you successfully submit your application.
3. **Cheque / Money Order:** You must send the cheque or money order by mail within two weeks of submitting your application electronically.



Let's Get Started!

Ontario Universities' Application Centre	
COMPASS 101	Undergraduate Application for Current Ontario Secondary School Students
	> Main
You are not logged in.	Welcome to COMPASS.101, the on-line application for those who wish to apply to an undergraduate program at Ontario's universities.
Application Links	This site may be used to apply for admission to undergraduate study for entry points in 2009 only (January through September).
COMPASS Account	Do NOT submit this application if:
Select Programs	<ul style="list-style-type: none">You have already applied to an Ontario university using the 2009 application (paper or online).
Help Links	Only one application is permitted per cycle. All application fees are non-refundable.
About 101	Ready to start?
Application Information	Browse anonymously by using the links on the left of the page OR
OUAC & Privacy	Click onto COMPASS Account and enter your personal access information (login codes).
Applicant Responsibilities	Return to your application in progress?
Contact Information	Log in to your COMPASS Account to update, finalize and/or submit your application.
Home	Already submitted an application?
	Log into Review and Change Your Completed Application .
	Notes about the Help Links:
	<ul style="list-style-type: none">Click on « Application Information » for details about application fees, links to the universities' websites and a lot of other useful information.Click on « COMPASS Account » to log in to your application.Click on « Select Programs » to explore and select the universities and programs in which you are interested.Click on « Prepare Your Application » when you are ready to finalize your university/program choices and complete the application.
	Remember: Before you actually submit your application, you can log out of your personal file and return to it as many times as you require.
© OUAC 2004-2008	08/09/11 02:20PM EDT

You will access the online application at:
www.ouac.on.ca/101/



COMPASS 101

You are logged in as
OUAC33

Application Links

- Main
- COMPASS Account
- > Start Review And Change

Help Links

- About 101
- Application Information
- Offers of Admission
- OUAC & Privacy
- Applicant Responsibilities
- Contact Information
- Home

© OUAC 2004-2008

Navigating COMPASS.101

This navigation bar runs down the left-hand side of each screen of the online application. Just select a heading to see your options.

Problems navigating?

See the **Help** links at the top right of almost every application screen.



Logging in to COMPASS.101

Ontario Universities' Application Centre	
COMPASS 101	Undergraduate Application for Current Ontario Secondary School Students
You are not logged in.	> Account > Log In
Application Links · COMPASS Account · Select Programs	Please note: By clicking on the "Log in now" button below, you are accepting the following terms and conditions: <ol style="list-style-type: none">1. Your personal information will be stored on the OUAC site for your continued use, and will be accessible to you until you submit the application.2. If you do not submit an application from this account, your entire account and all related personal information will be destroyed and/or deleted in September 2009.3. OUAC personnel will have access to this information, in order to respond to your questions during the application process.
Help Links · About 101 · Application Information · OUAC & Privacy · Applicant Responsibilities · Contact Information · Home	Please review the " Declaration and Notice of Collection, Use, Disclosure and Treatment of Your Personal Information Provided as Part of Your Application ". If you submit this application, you will be required, at the time of submission, to accept the terms and conditions in this statement. Your COMPASS Account is your own personal application file on this site. Use your access codes to log in. Access information can be obtained from your guidance office. School Number <input type="text"/> Student Number <input type="text"/> PIN <input type="text"/> <input type="button" value="Log in now"/>
© OUAC 2004-2008	Web Browser Support: This application operates effectively on recent versions of the following browsers: Netscape, Firefox, Mozilla and Microsoft Internet Explorer (except version 6.0). Please refer to your browser's "Help/About" section to determine its type and version. For best viewing, your screen resolution should be set to at least 800x600 pixels.

To begin:
Log in to your personal
COMPASS account
using your confidential
access codes provided
by your guidance
counsellor.



Selecting Your Program

Not sure which university to apply to?

Use the various "Search Options" provided.

Ontario Universities' Application Centre	
COMPASS 101	Undergraduate Application for Current Ontario Secondary School Students
	> Select Programs Main Log Out
You are logged in as 698989 123456789012	<p>You may browse through program information using one of the starting points listed below:</p> <p>FastTrack: If you have done your research and know exactly which program codes you wish to list on your application, click here to enter the codes.</p> <p>Search Options:</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> By University<input checked="" type="checkbox"/> By Geographic Area<input checked="" type="checkbox"/> By Program Grouping
Application Links <ul style="list-style-type: none">· COMPASS Account> Select Programs· Prepare Your Application	
Help Links <ul style="list-style-type: none">· About 101· Application Information· OUAC & Privacy· Applicant Responsibilities· Contact Information· Home	
© OUAC 2004-2009	06/09/06 03:25PM EDT

Your search options!



The Fast Track Option

To use the *Fast Track* option, enter your OUAC program codes: one per box.

COMPASS 101	Ontario Universities' Application Centre																																																							
	Undergraduate Application for Current Ontario Secondary School Students																																																							
You are logged in as OUAC33 123456789012	> Select Programs	Main Log Out																																																						
	> Fast Track																																																							
Application Links	? Information on the fee structure																																																							
<ul style="list-style-type: none">COMPASS Account> Select ProgramsPrepare Your Application	Enter your program codes in the empty boxes below then click on the 'Continue' button when finished. You can revisit this screen to add additional programs any number of times.																																																							
Help Links	Note: You can have no more than three program selections at one university. Some universities may further limit the number of choices to which you may apply. Up to 55 program choices are permitted. All fees you submit to the OUAC are non-refundable . Please consider your university/programs carefully!																																																							
<ul style="list-style-type: none">About 101Application InformationOUAC & PrivacyApplicant ResponsibilitiesContact InformationHome	For the initial three university/program choices there is a fee of \$																																																							
	<div>CA</div> <div>ME</div> <div>YBA</div>																																																							
	For each active choice beyond the initial three there is a fee of \$																																																							
	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																																							
	<div>Continue</div>																																																							
© OUAC 2004-2007	07/11/02 10:58AM EDT																																																							

Enter OUAC
program codes
here.

Once You've Selected a Program:

Complete the program details requested
for *each* program selected.

COMPASS 101

You are logged in as
BRD001
123456789012

Application Links

- COMPASS Account
- > Select Programs
- Prepare Your Application

Help Links

- About 101
- Application Information
- OUAC & Privacy
- Applicant Responsibilities
- Contact Information
- Home

Ontario Universities' Application Centre

Undergraduate Application for Current Ontario Secondary School Students

> **Select Programs** Main Log Out

> Specified Programs

> Program Details

☒ Admission Requirements [? Help](#)

- Bachelor of Applied Science (BASc)
- Calculus is strongly recommended.

SPECIFIC PROGRAM ADMISSION REQUIREMENTS (OSS):

- ENG4U, SBI4U, SCH4U, one 4U math and two additional U or M credits. Applicants must take both SBI4U and SCH4U.

Complete the details requested below.

Program Details

Institution University of Guelph

Program Code GS

Program Title Applied Human Nutrition

Expected Date of Enrollment 2008 Fall (September)

Full-time or Part-time ☒ Full-time ☐ Part-time

Year Code First Year

Previous Year Applied Choose a year (if applicable) ▼

Residence Information Required ☒ Yes ☐ No

Visit University of Guelph

Click on the **Help** link
at any time for more
information.



The Final Steps

Once you have selected your programs, you're ready to prepare and submit your application following these six steps below:

1. Review the programs that you have on your application.

3. & 4. Your school may have already provided much of this data. Check it for accuracy and make changes where necessary.

5. The universities require you to answer nine questions. (Don't worry—they're easy!)

Ontario Universities' Application Centre						
Undergraduate Application Ontario Secondary School Students						
> Prepare Your Application					Main	Log Out
Program Choices	Order Choices	Personal Information	Address Information	Additional Questions	Academic Information	Submit

2. Number your choices in order of preference. This doesn't affect admission or scholarships unless the university specifies this in their literature.

6. Review and report errors to your guidance office.



Academic Information

Please report errors to your guidance counsellor.

Program Choices	Order Choices	Personal Information	Address Information	Additional Questions	Academic Information	Submit
-----------------	---------------	----------------------	---------------------	----------------------	-----------------------------	--------

[? Help](#)

Your academic data has been provided to the OUAC by your secondary school and is displayed below for your review. You cannot make changes to your academic information. If changes are required, you must inform your secondary school guidance counsellor. **If there is no information listed on this page, please submit your completed application, and contact your guidance counselor.**

Do not be concerned if there are no Grade Nine or Ten courses listed. The universities request that only senior level courses (Grades 11, 12 and OAC) be reported to the OUAC.

If you are applying after June and cannot contact your guidance counsellor or school official, **you are responsible** for ensuring that you forward an original, official final transcript to the OUAC for data input. This data will then be added to your file **after** you have submitted your application. You should also contact the universities to which you have applied informing them that an official final transcript has been submitted to the OUAC. Universities may also request that photocopies be sent to them directly.

School Information	
School Mident Number	UAC845
School Name	School Name Not Found
Diploma status	Already Achieved
OSSD Issue Date	Not Reported
Secondary School Literacy Requirement	Completed in English
Community Involvement	Completed
International Baccalaureate (IB) Status	
Specialist High Skills Major complete?	Not Reported
Specialist High Skills Major (SHSM) Program	Not Reported

The above fields may be updated by your guidance counsellor during the school year (if applicable), along with your grades information.

Course Information (click on the code for full details)				
Course Code	Completion Date	Credit Value	Midterm Mark	Final Mark

This screen is
“read-only”.



Submitting Your Application

COMPASS 101

Ontario Universities' Application Centre

Undergraduate Application for Current Ontario Secondary School Students

> Prepare Your Application

MainLog Out

> Submit: Verification and Payment

You are logged in as
698989
123456789012

Application Links

- COMPASS Account
- Select Programs
- > Prepare Your Application

Help Links

- About 101
- Application Information
- OUAC & Privacy
- Applicant Responsibilities
- Contact Information
- Home

Program Choices

Order Choices

Personal Information

Address Information

Additional Questions

Academic Information

Submit

Once you click “**Submit**”, you will be requested to verify all the information on your application. Print this page for your records. Be sure to read and accept the Applicant’s Declaration. **Once you have selected the “I Verify and Agree” button, you can no longer change your application information until you have paid for all of your program choices.**

Click here to proceed to the payment screen.

I Verify and Agree

Payment

COMPASS
101

Ontario Universities' Application Centre

Undergraduate Application for Current
Ontario Secondary School Students

> **Prepare Your Application**

Log Out

You are logged in as
OUAC80
123456789012

- > Submit: Verification and Payment
- > Payment

To complete the application, you must:

- Select your method of fee payment.
- Click on the "Finish" button.

If successfully submitted, you will immediately receive an OUAC REFERENCE NUMBER on the SUBMIT process. Print this page for your reference.

Payment

The application fees are non-refundable. Please check your university/program selections carefully. Be sure that you are not submitting a second application.

The total cost of this application is \$

Please note that your application will not be forwarded to the universities you have selected until your application service fee and any applicable additional fees are received.

Credit Card

Payment method
☒ VISA
☐ MasterCard

Credit Card Number No blank spaces or dashes (-) please.

Credit Card Verification Value ? Help

Expiry Date Month Year

Name of Cardholder

Important: Before submitting your credit card payment, please check the credit card number and expiry date.

Once you have chosen your method of payment, and clicked the "Finish" button, you will immediately receive an OUAC Reference Number.

The OUAC cannot process or distribute your application to your chosen universities without the application fee.



Finishing Up

- ☐ Print the screen displaying your **OUAC Reference Number** (2010-xxx-xxx) and further instructions; it's the screen right after the final Submit step.
- ☐ Record your **PIN** and store it in a safe place. You will need it to review your application and respond to offers of admission.
- ☐ Use your **OUAC Reference Number** and **PIN** to access the online "Review and Change Your Completed Application" system.



Need Assistance?

Read the FAQs and other helpful information in “Have a question? We have the answer!” found at www.ouac.on.ca/101/ .

Contact us:

OUAC

170 Research Lane

Guelph ON N1G 5E2

Telephone: 519-823-1940

General Inquiries: Ext. 556

Website: www.ouac.on.ca/101/